

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

March 22, 2023

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:00 pm

ROLL CALL: Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Vicky Bosworth.

GUESTS PRESENT: None

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any item within the purview of the Board, which are NOT part of the Agenda. No action on the item may be taken, but the Board may request the matter be placed on a future agenda.) No Comments.

CONSENT CALENDAR

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

- 1) Minutes from the February 2022 Board Meeting
- 2) Manager's Report: February 2022
- 3) Financial Report: February 2022
- 4) Check Register: February 2022

5) Stifel Investments: February 28, 2023

- a) Endowment Care: 2.97%
- b) Endowment Care Interest: 3.00%
- c) Land Acquisition: 2.79%
- d) Pre Need: 2.75%

Lisa Oakley moved to accept the consent calendar as presented. Motion seconded by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss Land Acquisition: Norman Koepernik delivered the easement documents in regards to 21511 Congress Springs Road to Yitka Cymbal of Westfall Engineers to review. Norman will follow up with Yitka before the next Board meeting.

2) Review progress of Tranquility Garden & discuss benches: Norman Koepernik reviewed cast crushed stone benches and cast crushed stone features for Tranquility Garden with the Board. No action taken. Norman will research more benches for the next Board meeting.

3) Discuss Block 76 design: Norman Koepernik created an alternate design for Block 76 for the Board to review.

The Board would like Steve Albright to schedule a meeting with the representatives of Lees + Associates at the CAPC conference on March 24th to review the Boards desired changes.

4) Manager's report:

a) Steve Albright has advertised for the Assistant Manager position with Indeed and is receiving resumes. Steve has scheduled an appointment with a candidate on April 1 and will schedule appointments with other strong candidates.

b) Steve Albright reported the District will be purchasing back 15 monument burial sites in Block 77 from a family in April. Steve asked the Board what they should be priced at. The Board will price these burial sites at \$12,000.00.

5) Agenda Items for the next Board meeting.

Agenda items:


- 1) Discuss land acquisition
- 2) Review progress of Cremation Garden.
- 3) Discuss development of Block 76 design work.
- 4) Discuss placement location of retired entrance arch.
- 5) Manager's report.
- 6) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: April 26, 2023 at 5:00 pm


AJOURNMENT: 6:15

- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the business office located at 14766 oak Street, Saratoga, California, during normal business hours.
- In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Minutes by Steve Albright


Victoria Bosworth, Chairperson


Norman Koepernik, Vice Chairperson


Sue Fitzpatrick, Trustee


Lisa Oakley, Treasurer